

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interpretive Services – (location TBD)	CLASS TITLE Fish and Wildlife Interpreter II
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-361-1918-201
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of a Fish and Wildlife Interpreter III, the incumbent performs the following duties: works in concert with aquatic education program leads to carry out Urban Fishing (Fishing in the City), Classroom Aquarium Education Program (CAEP), and related public outreach.	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40 %	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Interpretation/Education</b> Plan and coordinate aquatic education programs and fishing clinics for youth. Train volunteers, teachers, and youth recreation leaders to direct programs and clinics. Assist in the development of curricula compatible with California State Education Guidelines and Project Aquatic Wild. Develop and implement talks and multimedia presentations to ethnically diverse community organizations and civic groups. Maintain liaison and develop partnerships with agencies that manage targeted urban fishing program sites. Develop cooperative plans with region fisheries/hatchery staff. Develop and implement a publicity plan to meet program goals.
20%	<b>Volunteer Management/Partner</b> Establish/maintain program to support aquatic education programs and fishing clinics. Plan, organize, and direct the work of volunteers. Participate in various regional events. Focus the efforts of program partners to mutually agreed goals. Conduct workshops and trainings. Coordinate the coaching and evaluation of volunteers. Report out on evaluation of programs via assessment of participant surveys. Oversee the design and maintenance of volunteer/teacher participant databases. Design and maintain teacher resources for the web pages. Develop, gather, and report data and write narratives for grant reports.
20%	<b>Planning, Publications, and Archives</b> Develop and maintain a current interpretive prospectus for the selected urban fishing sites. Recommend and develop interpretive publications, audio-visual programs, and exhibits. Assist in the design of signage and interpretive facilities. Create and maintain a reference library, photo file, interpretive props, and specimen collection of aquatic organisms. Organize and maintain other scientific materials for effective presentations. Share information on programs and products through written articles, web pages, and presentations at professional conferences and agency meetings. Keep and maintain records of work activities, public use, and other activities as required.
15%	<b>Administration</b> Prepare monthly activity reports. Monitor the program budget. Attend meetings. Assist with grant writing. Review and evaluate program curricula. Maintain a state vehicle. Adhere to CDFW policies

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5%	<p>and employee safety standards. Develop an annual work plan. Meet with the Fish and Wildlife Interpreter III on a regular basis. Plan, organize, and direct the work of permanent, intermittent, and seasonal employees. Purchase materials needed to perform interpretive and education functions including management of contracts with private aquaculturists in the stocking of urban lakes.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Staff Development</b> Attend training. Stay informed and up to date about trends in interpretation, digital interpretation, fisheries management, and aquatic education. Develop and maintain a network of professional contacts in the academic and resource management communities related to Urban Fishing and other aquatic education programs. Maintain knowledge of natural resource features of Department of Fish and Wildlife lands, and laws, regulations, and CDFW policies relative to conservation and restoration of lands and wildlife resources in California.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Methods and techniques involved in conveying knowledge of natural systems to the public; principles of public interpretation; history of natural resources of California; wildlife management principles and methods of their application to conservation conditions and problems in California; methods, materials and equipment used in wildlife habitat management and restoration; scientific research methods; accepted techniques for making biological investigations; fundamentals of statistics; private and public organizations in California concerned with conservation generally, and natural resource interpretation specifically; grounds and landscape maintenance practices; natural resource history features of Department of Fish and Game wildlife areas and ecological reserves; laws, regulations and Department of Fish and Game policies relating to conservation and restoration of lands and wildlife resources in California.</p> <p><b>Ability to:</b> Plan interpretive exhibits and programs; plan, organize and conduct interpretive walks and trails; apply scientific knowledge, methods, and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens; establish and maintain cooperative relations with those contacted in the course of the work; interpret resource concepts to the public; communicate effectively; develop innovative solutions to interpretive problems; prepare written material for reports and publications; keep necessary records and prepare reports; maintain landscape and grounds; organize scientific materials for presentation and address audiences effectively; plan, organize and direct the work of permanent intermittent and seasonal employees and volunteers.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Knowledge of:</b> Application of the practices of natural resource interpretation/environmental education in conveying information about natural systems to the public; private and public organizations in California concerned with natural resource interpretation/aquatic education specifically.</p> <p><b>Skill to:</b> Convey a broad range of aquatic systems/fisheries management concepts to a variety of audiences; work successfully with non-profit partners; utilize volunteers for conservation; create digital interpreter content to include videos, apps, and podcasts.</p> <p><b>Ability to:</b> Plan and organize interpretive recreational fishing and classroom education programs including development and acquisition of program support materials; maintain effective working relationships with a variety of partners; oversee the work of temporary employees and volunteers; prepare written material for grant reports and publications.</p>

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	<p><b>Special Personal Characteristics:</b> Ability to plan and organize a variety of activities in a changing environment; enjoyment of participating in public service; ability to provide positive leadership in a public setting; must be tolerant of consumptive users of the fish and wildlife.</p> <p><b>Interpersonal Skills:</b> Ability to work with multiple organizations to achieve goals; respond to potential and actual emergency situations involving the public; communicate effectively with a variety of people; self-motivated to effective independent work, and also having an ability to work cooperatively in a team setting; provide leadership to temporary employees.</p> <p><b>Additional Desirable Qualifications:</b> Academic training beyond the baccalaureate in course work related to interpretation, especially of wildlife management and the biology of native or plant and animal communities; familiarity with audio-visual and photographic techniques and media; willingness to work irregular hours and weekends.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Must possess valid California Driver's license in good standing. Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls; visit the locations of proposed and permitted projects that may require travel over three hours each way, and sometimes including early mornings and late nights; and attend site visits throughout assigned areas within the Region. May require occasional overnight travel; work weekends and/or holidays as required; and work outdoors in a variety of weather conditions. May require repetitive lifting or other physically challenging duties, and hiking over uneven and possibly steep or wet terrain on project sites. May be required to wear a uniform identifying the employee as CDFW staff.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>PRINT SUPERVISOR'S NAME</b> Ethan Rotman, Fish and Wildlife Interpreter III	<table border="1"> <tr> <th data-bbox="901 1094 1377 1129"><b>SUPERVISOR'S SIGNATURE</b></th> <th data-bbox="1377 1094 1520 1129"><b>DATE</b></th> </tr> <tr> <td data-bbox="901 1129 1377 1188"></td> <td data-bbox="1377 1129 1520 1188"></td> </tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>		
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>				
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>					
<b>PRINT EMPLOYEE'S NAME</b> VACANT, Fish and Wildlife Interpreter II	<table border="1"> <tr> <th data-bbox="901 1314 1377 1350"><b>EMPLOYEE'S SIGNATURE</b></th> <th data-bbox="1377 1314 1520 1350"><b>DATE</b></th> </tr> <tr> <td data-bbox="901 1350 1377 1409"></td> <td data-bbox="1377 1350 1520 1409"></td> </tr> </table>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>		
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